SECURITY WORK AUTHORIZATION			1. DATE OF REQUEST			2. SWA AGREEMENT NUMBER (FPS Use only)									
3A. NAME OF AGENCY							4. WOR	K SITE	(Primary v	vorksi	ite)				
3B. AGENCY/CUSTOMER BPN/I	DUNS NUMBER														
3C. AGENCY/CUSTOMER ORD	ER NUMBER														
5A. AGENCY CONTACT NAME															
TELEPHONE NO.	AREA CODE	PHONE N	IUMBEF	۲	EXT.		5E. CON	ITACT A	DDRESS						
5C. CONTACT'S E-MAIL															
FAX NUMBER	AREA CODE	PHONE N	IUMBEF	₹											
6. DESCRIPTION OF REQUEST	ED WORK:														
CHECK AS APPROPRIATE 7. REQU				ESTED WORK DATES				8. AGENCY BOAC CODE							
9. Plans Attached		A. START	•		_										
10. Modification 12A. BILLING TYPE 12B. BIL				COMPLETION AGENCY CERTIFIED AMT				11A. AGENCY FINANCE BILLING ADDRESS							
127. SIZZING TITE 125. SIZZING TZNING 10.7NGZ								11B. STREET ADDRESS							
14A. AGENCY LOCATION CODE 14B.FISCAL STATION 14C. NUMBER (DOD ONLY)				C.REQUISITION ID#											
14D. FUND CODE /TREAS SYM							11C. CIT	ΓΥ		11[D. STATE	11E. Z	ZIP CODE		
14E. AGENCY ACCOUNTING DATA: (LIMITED TO 130 CHAR				S)	14F. AGENC FUND Y		15A. C	REDIT	CARD NU	MBEF	3	1:	5B. EXP. DATE		
							15C. TY	PE OF C	ARD	15[D. CARD H	OLDER'S	NAME		
16A. CERTIFYING OFFICIAL'S S	SIGNATURE			16B.	DATE		_								
								17. CI	ERTIFYIN	G OF	FICIAL'S PI	HONE N	UMBER		
16C. NAME OF SIGNER (Type o	r Print)						AREA (UMBER		EXT		
18. BRIEF PROJECT DESCRIP	ΓΙΟΝ (LIMITED TO						FET PROJ		20	. STA	AR TASK C	ODE			
21. Action (Check One)			-			T		, Пc	HANGE	П	DELETE	СОМІ	PLETE		
22A. ORGANIZATION CODE			22B. BUILDING NUMBER			R 220		RAM EL	EMENT	_	. O/C	22E.T0	OTAL		
						+									
									225	004	ND TOTAL				
23A. FPS APPROVING OFFICIA	I 'S SIGNATURE				23B	DATE	T				ND TOTAL ELEPHONE	NUMR	FR		
	.2001011110112				202.	<i>D</i> , (,)	-	AR	EA CODE		NUMB		EXT.		
23D. E-MAIL ADDRESS:															
23E. SIGNER'S NAME (Type or	Print)				23F. S	SELLE	R/FPS BP	N/DUNS	NUMBER	₹	·				
24A. CERTIFICATE OF COMPL	ETION SIGNATUR	RE			24B.	SIGNE	ER'S NAMI	Е (Туре	or Print)				MPLETION TE		

KEEP A COPY FOR YOUR RECORDS AND FORWARD ONE COPY TO YOUR OBLIGATING/PAYING OFFICE

Instructions For SWA Form

- 1. Enter date of work request.
- 2. For FPS Use Only. Enter Security Work Authorization Number.
- 3A. Enter Requesting Agency Name.
- 3B. Enter Agency/ Customer BPN / DUNS number; for military agencies, this is the DODAAC number.
- 3C. For Ordering Agency Use Only. Enter Agency / Customer Order Number; references this purchase. For example, it is the agency internal control number.
- Enter location where work is to be performed.
- 5a-e. Enter information regarding the agency's representative responsible for the project (Agency contact name, telephone number, address, fax number, E-mail address). Representative must have authority to make decisions regarding the project.
- 6. Enter a concise statement of work to be done, including location where work is to be performed.
- 7a-b. Enter agreed upon project start and completion dates.
- 8. Enter receiving agency BOAC code.
- Check if agency plans are attached.
- 10. Check if submittal is a modification to an existing SWA.
- 11a-e. Enter the appropriate billing address information.
- 12a. Enter billing type: I = Interfund, C = Credit Card, P = Pre-paid, O = IPAC/IGOTS
- 12b. Enter billing terms: A = Advance, M = Monthly, Q = Quarterly.
- 13. Enter the total dollar amount approved for funding.
- 14a. Enter the eight (8) -character agency location codes. (Treasury Pay-station Designator);
- 14b. For DOD ONLY Enter the Fiscal Station Symbol
- 14c. Mandatory for Internal Revenue Service Customers; optional for all others. Enter the appropriate agency requisition ID number.
- 14d. Mandatory for IPAC. Effective 10/1/03, all IPAC billings require a Treasury Account Symbol. If FPS Interfund customer, please enter Fund Code.
- 14e. Enter agency accounting information (Limited to 130 characters).
- 14f. Enter fiscal year of agency funds
- 15a. Enter credit card number or phone the appropriate FPS official with this information.
- 15b. Enter expiration date
- 15c. Enter the type of credit card.
- 15d. Enter Credit Card Holder's name.
- 16a-c. Enter signature, name and date of authorized agency representative, certifying the validity of the order and the availability of funds.
- 17. Enter the certifying official's phone number.

For FPS use only

- 18. Enter a brief project description (Limited to 25 characters)
- 19. Enter Budget Project Code to be used in FFMS ACCS.
- 20. Enter STAR task code to be used for T&A system.
- 21. Check the appropriate action block.
- 22. Enter the organization code, building number, program element, object class, and dollar amount.
- 23a-f. Enter the signature, name, date, e-mail address, and telephone number of the FPS Approving Official and FPS BPN/DUNS number.
- 24.a-c. Enter the certificate of completion signature, certifying name, and completion date.

ATTACHMENT - FOR MULTIPLE BUILDINGS/MULTIPLE FUNCTION

Organization Code	Building Code	PROGRAM ELEMENT	O/C Total	
				-